



TO: _____

Fill in tenant / lessee name & address.

FROM: _____

Fill in building owner, or legal representative name.

DATE: _____

The City of Seattle's **Energy Benchmarking and Reporting** ordinance (Seattle Municipal Code 22.920) requires the owner or legal representative of this building to annually report this building's total energy use to the City of Seattle.

In order to comply, I am required to have my tenants fill-out and sign the attached **Puget Sound Energy (PSE) Customer Data Release Form**. Please list the last four digits of your PSE account number and any gas meter ID numbers serving your property (on page 2) and sign the customer release (on page 1).

Return the form by _____ to:

This release form is required for any buildings with four or less tenants that receive separate gas service, and have their own accounts with PSE. Please note that I will not have access to your meter readings or bills. This form only allows PSE to release the total building energy use, aggregated across the entire building.

Failure to provide this information may result in a citation and fine to you as a tenant (Seattle Municipal Code 22.920, Sec. 120).

For more information on benchmarking, visit: www.seattle.gov/dpd/energybenchmarking.

THANK YOU FOR YOUR PROMPT ATTENTION TO THIS MATTER.